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Certification Fees

The district shall reimburse certified staff members for any supplemental certification/license fees if the Superintendent determines that the certification/license is necessary to maintain the quality of the course(s) offered and/or if the certification/license will have a substantial, direct benefit for the students. The total, annual amount allocated by the district to support the implementation of this policy shall not exceed $2,000.

To be eligible for reimbursement, the certified staff member must submit a letter of approval to the Superintendent or his/her designee describing (a) the supplemental certification/license program related to the staff member's request for reimbursement, (b) an explanation regarding the necessity of the fee to maintain the quality of the course and/or the substantial, direct benefit for the students and (c) the total amount to be reimbursed.

Any fees associated with the issuance of an instructor's teaching/administrative certificate, or any licensure requirements that are a prerequisite for employment, shall not be reimbursable by the district under this policy.

Adopted on: March 12, 2018
Revised on: April 10, 2024
Reviewed on: October 12, 2026